

**AIRPORT MAINTENANCE LEADWORKER***Class Definition*

Under general supervision, provides lead direction and participates in the maintenance and repair of buildings and airfields in the Airports Department.

*Distinguishing Characteristics*

Airport Maintenance Leadworker is the advanced working/lead class in the Airport Maintenance series. Incumbents lead small crews and participate in semi-skilled and skilled maintenance, repair, and construction activities involving airport facilities. This class is distinguished from Maintenance and Construction Worker in that incumbents of the latter perform routine maintenance and construction duties and are not generally assigned lead responsibilities. This class is distinguished from Airports Maintenance Supervisor in that the latter is the first-line supervisory level.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Constructs, installs, repairs, modifies, and removes fences, gates, barricades, signs, and similar structures and equipment.

Performs a variety of maintenance and repair work on power tools and equipment, such as mowers, small generators, portable lights, etc.

Performs maintenance and repair work on components and accessories of the airfield electrical circuits, including the airports\* lighting systems.

Maintains airports buildings and other structures, including but not limited to walls, doors, windows, floors, furniture, display cases, dispensing/vending machines, etc.

Performs various semi-skilled to skilled maintenance tasks on heating and air conditioning equipment, and plumbing, electrical, carpentry, painting, and general maintenance work.

Inspects and participates in the repair and maintenance of runways, taxiways, parking apron areas, roadways, landscaped and non-landscaped grounds, storm drains, parking lot equipment, and irrigation systems and their components.

Maintains records of, and submits reports on, maintenance activities.

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Schedules, assigns, and inspects the work of assigned subordinates; coordinates the activities of other maintenance agencies working at the airport.

Leads a crew of semi-skilled and unskilled employees.

Trains subordinate staff in proper work methods and equipment operation.

Assists in the performance evaluations of subordinate employees and recommends corrective actions.

Performs related duties as required.

*Knowledge Abilities and Skills*

Knowledge of the methods, tools, equipment, and materials used in the maintenance and repair of buildings and systems.

Knowledge of the methods, tools, equipment, materials, and practices of the maintenance and repair of paved and unpaved surfaces.

Knowledge of the state and federal airport safety, maintenance, and operations regulations.

Ability to effectively lead and train subordinates.

Ability to react quickly and calmly in emergency situations.

Ability to follow and give oral and written instructions.

Ability to deal with the general public in a courteous and cooperative manner.

Skill in the use of hand and power tools.

*Minimum Qualifications*

Two years of experience in building or pavement maintenance and repair work, including, or supplemented by, six months of experience maintaining airport facilities.

*Necessary Special Requirement*

Possession of a valid Class B California Driver\*s License at time of appointment.

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

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